United Nations ST/AI/2010/3/Amend.1

Secretariat

29 June 2012

Administrative instruction

Staff selection system

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2010/3, entitled "Staff selection system".

2. Section 9.4 is replaced by the following text:

> 9.4 Candidates for position-specific job openings up to and including at the D-1 level included in a list endorsed by a central review body other than the candidate selected for the specific position shall be placed on a roster of candidates pre-approved for similar functions at the level of the job opening, which shall be drawn from all duty stations for job openings in the Professional and above categories and the Field Service category. Following the selection decision, roster candidates shall be retained in a roster indefinitely or until such time the present administrative instruction is amended. Candidates included in the roster may be selected by the head of department/office for a subsequent job opening without reference to a central review body.

3. Section 9.5 is replaced by the following text:

> 9.5 Qualified candidates for generic job openings are placed on the relevant occupational roster after review by a central review body and may be selected for job openings in entities with approval for roster-based recruitment. The roster candidate shall be retained on an occupational roster indefinitely or until such time the present administrative instruction is amended. Should an eligible roster candidate be suitable for the job opening, the hiring manager may recommend his/her immediate selection to the head of department/office/mission without reference to the central review body.

4. The provisions of sections 9.4 and 9.5, as amended by the present instruction, shall be applicable to all placements on a roster resulting from a selection process initiated on or after 22 April 2010.

5. The present instruction shall enter into force on the date of it issuance.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

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